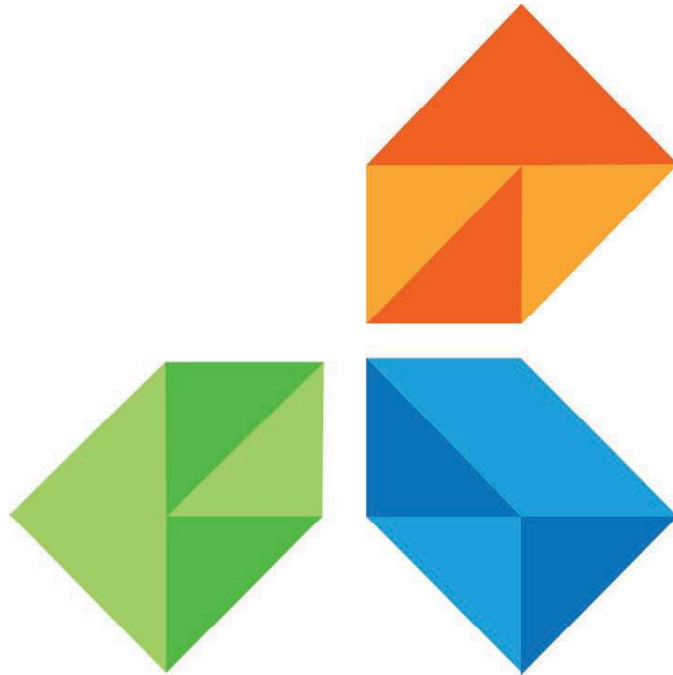


CAREERSOURCE POLK'S

# **Executive Committee Meeting**

**Thursday, November 13, 2025 – 10:00 A.M.  
Virtual Meeting via Zoom**



**COLLABORATE. INNOVATE. LEAD.**



## EXECUTIVE COMMITTEE MEETING AGENDA

### COLLABORATE. INNOVATE. LEAD.

**CONFLICT OF INTEREST:** Board and Council members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. If you have a conflict with any agenda items that require approval, please complete form 8B prior to the meeting, whether or not you are able to attend.

**Quorum:** Chair or Co-Chair and two appointed members present or 2/3 of the appointed members present (4).

**Council Members:** Gary Clark (Chair), David McCraw, Karen Case, Scott Dimmick, Katrina Lunsford, Cyndi Jantomaso

<b>I. CALL TO ORDER, WELCOME, AND INTRODUCTIONS</b>	Gary Clark, Chair
<b>II. PUBLIC COMMENT:</b> <i>During the Public Comment period individuals from the public may raise their hand to be recognized by the Chair and given up to three minutes to make their comment.</i>	
<b>III. ACCEPTANCE OF CONSENT (Pages 39-60)</b>	
1. <b>Report:</b> Budget Variance Detailed, Summary, & Comments 1 <sup>st</sup> Quarter of PY 2025-2026	
2. <b>Report:</b> Earmark Report 1 <sup>st</sup> Quarter of PY 2025-2026	
3. <b>Report:</b> Grant Summary Report 1 <sup>st</sup> Quarter of PY 2025-2026	
4. <b>Report:</b> Unrestricted Funds Report 1 <sup>st</sup> Quarter of PY 2025-2026	
5. <b>Report:</b> Related Party Transactions Report 1 <sup>st</sup> Quarter of PY 2025-2026	
6. <b>Report:</b> ITA Provider Expenditure Analysis Report 1 <sup>st</sup> Quarter PY2025-2026	
7. <b>Report:</b> Training Provider Summary (Enrollment vs. Placement)	
8. <b>Report:</b> Hope Florida PY2025-2026	
9. <b>Report:</b> Business Services Report 1 <sup>st</sup> Quarter PY2025-2026	
10. <b>Report:</b> CareerSource Polk Customer Tracker/Services Report 1 <sup>st</sup> Quarter PY2025-2026	
11. <b>Report:</b> CareerSource Polk Customer Concerns 1 <sup>st</sup> Quarter PY2025-2026	
12. <b>Report:</b> Employee Shoutouts for 1 <sup>st</sup> Quarter PY2025-2026	
13. <b>Report:</b> Youth Leaders Report 1 <sup>st</sup> Quarter PY2025-2026	
14. <b>Report:</b> THMP Monitoring Summary Report – September 2025	
<b>IV. APPROVAL OF MINUTES</b>	
1. Recommendation: Approve Executive Committee Meeting Minutes – August 14, 2025	Page 4
2. Recommendation: Approve Education & Industry Consortium Meeting Minutes – Sept. 29, 2025	Pages 5-6
<b>V. COMMITTEE EDUCATION:</b> Notice of Need for Performance Improvement Plan for CSP	Pages 7-8
<b>VI. ACTIONS ITEMS REQUIRING APPROVAL</b>	
<b>Board Administration (Chair Clark)</b>	
1. Update: Board Member Resignation Letter - Larry Bull (Retirement)	Page 9
2. Recommendation: Approve Defacto Resignation Letter – John Adams	Page 10
3. Ratification: Approve Suspension of Training Provider from Eligible Training Provider List (ETPL)	Pages 11-15
4. Recommendation: Approve Request to continue 100% coverage of employee healthcare plan	Page 16
5. Recommendation: Approve Updates to PTO Policy	Page 17
6. Report: Board Evaluation of CEO Performance for PY2024-2025	Emailed
7. Recommendation: Approve Merit Increase for President & CEO	
8. Recommendation: Approve Request to Let Request for Proposals (RFP) for IT Services)	

<b><u>Finance /Audit Committee (Karen Case)</u></b>	
9. Recommendation: Approve Audit Report PY 2024-2025, year ending June 30, 2025	Emailed
10.Recommendation: Approve 2024 Form 990 (Return of Organization Exempt from Income Tax)	Emailed
<b><u>Workforce Performance Council (Cyndi Jantomaso – excused)</u></b>	
11.Update: New Set-Aside Funding for Strategic Initiatives related to Workforce Training	Page 18
12.Recommendation: Approve One-Stop Operator Report 1 <sup>st</sup> Quarter PY2025-2026	Pages 19 - 27
13.Recommendation: Approve Direct Provider of Services 1 <sup>st</sup> Quarter PY2025-2026	Pages 28- 33
14.Recommendation: Approve Pilot Follow-up Incentive for Adult/Dislocated Worker Program	Page 34
<b><u>Youth Development Council (Katrina Lunsford)</u></b>	
15.Recommendation: Approve Increase Youth Follow-up Incentive	Page 35
16.Recommendation: Approve Increase In-School Youth (ISY) Incentive	Page 36
17.Recommendation: Approve ISY Post- Secondary Incentive Plan	Page 37
18.Recommendation: Approve Increase Out-of-School (OSY) Incentive	Page 38
<b>President &amp; CEO Comments</b>	
<b>Other Business</b>	
<b>Adjourn</b>	

**Next Executive Committee Meeting is**  
**Thursday, February 19, 2026**  
**10:00a – 11:30a**